

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



PERSONNEL ADMINISTRATOR LONG BEACH POLICE DEPARTMENT

The City of Long Beach is seeking an innovative manager who will provide experienced leadership in the provision of human resource services to law enforcement personnel.



THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long

Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full service City providing all traditional public services. Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, a Gas & Oil Department, and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 6,000 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



POLICE DEPARTMENT

The Long Beach Police Department has over 1,200 employees with a budget of \$209 Million. The Administration Bureau has 120 employees and an operating budget of over \$25.7 Million. The Personnel Division is one of three divisions in the Administration Bureau. The Personnel Administrator is a member of the Department's Management Team and reports directly to the Administration Bureau Chief.

THE POSITION

The Personnel Administrator is an at-will management position that will ensure efficient human resources and payroll services are provided to the Department. Working with the Department of Human Resources, the Personnel Administrator interprets departmental and citywide personnel and administrative policies and procedures, and ensures that uniform and consistent human resources best management practices are followed. This includes department adherence to State and Federal laws and City policies and procedures; coordinating compliance with four different union contracts; and serving as the department liaison to the City Attorney's Office, Civil Service Department, and Human Resources Department. Specific programs administered include:

- Payroll administration and processing for sworn and civilian personnel
- Workers Compensation/Return to Work program administration
- Staffing and vacancy analysis and exam coordination
- New Employee Onboarding
- Unclassified Recruitments (management and non-management)
- EEO Counselor for the department
- FMLA/CFRA/PDL Leave Management
- May investigate EEO/FEHA complaints

The Personnel Administrator will also develop and coordinate training on personnel matters for Executive Team, Command Staff, and Department employees; oversee the Facilities Maintenance section, and take responsibility to maintain six facilities under the purview of the Police Department; work with the City Safety Officer to schedule employees for Cal-OSHA mandated safety training and ensure that the Department stays in compliance with state and federal regulations; and may investigate civilian disciplinary issues and recommend appropriate action.

THE IDEAL CANDIDATE

The ideal candidate must demonstrate knowledge in the following areas: federal and state leave laws; human resources best practices; recruitment and retention strategies; personnel and administrative policies and procedures followed by the City of Long Beach; equal employment opportunity, including the Americans with Disability Act; employee training and development; Workers' Compensation laws; and the progressive discipline process.

In addition to human resources expertise, the ideal candidate will be a strong manager who will lead by example. He or she will be a detail oriented, hands-on manager, capable of adhering to multiple deadlines in a fast-paced work environment, while maintaining effective working relationships at all levels of the organization. The successful applicant will be expected to pass a comprehensive background investigation and must possess a valid California Driver License by date of appointment.

Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public Administration, Business Administration, or a closely related field.
2. Five years of professional experience in the field of Human Resources; two years of which must have been in supervisory or management capacity. Public sector experience is highly desired.

Professional Attributes: The attributes that best describe the new Personnel Administrator:

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| ▪ Highly organized, multi-tasker | ▪ Ethical with a high level of integrity |
| ▪ Participative and inclusive management style | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated | ▪ Dedicated to quality service |
| ▪ Effective negotiator | ▪ Creative, strategic thinker |
| ▪ Results oriented | ▪ Strong project management / technical skills |
| ▪ Direct communicator with superior interpersonal skills | ▪ Exercises good judgment |

SALARY + BENEFITS

The range for this position is \$84,000 to \$126,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Transportation Allowance**
- **Health Insurance** – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- **Technology Allowance** – Monthly stipend.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Friday, September 23, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://www.governmentjobs.com/careers/longbeach>. Candidates must also attach PDF responses to the online supplemental questionnaire. Incomplete applications and applications that clearly do not meet the minimum requirements will not be considered.

The City anticipates inviting a smaller group of finalists for further interviews shortly after the recruitment closes. An appointment will be made following the completion of thorough reference and background investigation.

This information is available in an alternative format by request to the Administration Bureau at (562) 570-5830.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

SUPPLEMENTAL QUESTIONS

Please attach your response to the following questions to your online application. Responses are to be no more than two pages per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process for Personnel Administrator.

1. Municipal operations should always be focused on improving effectiveness and creating new efficiencies. Please give an example of such an undertaking that you have led. Describe the process, the involvement of interested parties, the outcomes and the implementation. What indicators were used to measure outcomes? Was the effort successful? Why or why not? Knowing what you know now, what should have been done differently?
2. What are your guiding beliefs or philosophies regarding internal and external customer service? Are there ways in which you monitor and evaluate the quality of service your operation delivers?
3. What are three underlying principles that have guided you as a leader and a manager?